

Town of Sahuarita
Planning & Building Department

375 W. Sahuarita Center Way
Sahuarita, Arizona 85629
Phone: 520 822-8855 Fax: 520 822-8876
<http://www.sahuaritaaz.gov>



DEVELOPMENT REVIEW APPLICATION

Project Name:

Acreage:

lots:

Zoning:

Assessor's Parcel #:

Application Type (Tentative Plat, Development Plan, etc.):

Property Owner:

Property Owner's Address:

City, Zip Code:

Phone #:

Fax#:

Email Address:

Applicant/Agent:

Address:

City, Zip Code:

Phone #:

Fax #:

Email Address:

Application is hereby made to the Planning and Building Department for permit with the conditions and restrictions set forth on this application. I hereby certify that I have read and examined this permit application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other Federal, State, County, or Town laws.

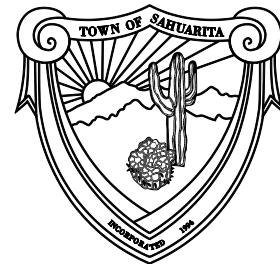
Zoning Fee:

Signature of Applicant/Authorized Representative

Date:

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DEVELOPMENT REVIEW PROCEDURE

Below are the steps you are required to take for review of your development application. Note that steps taken by staff, such as routing of your application to other departments or publishing of public notice, are not shown here.

The following steps are required of you, the applicant, in all Development Plan, Development Plan Amendment, Landscape Plan, Tentative Plat, and Plat revision submittals, unless otherwise noted:

- Submit a complete application (see checklist) and fees
- Provide Pima County Wastewater (if applicable) and Addressing with your application and fees directly within two days of submittal to Town
- Provide revised documents as required by staff
- Provide plan set for signature
- For Specific Plans and General Plan Amendments: Planning and Zoning Commission and Town Council public hearings
- For Final Plats: Town Council public hearing

Applicable timeframes are:

Application Type	Overall Timeframe
Development Plan	4.25 months
Development Plan Amendment	4.25 months
Landscape Plan	4.25 months
Tentative Plat	6.5 months
Final Plat	6.5 months
Plat Revision	6.5 months
Specific Plan (New, 50 acres or less)	6.5 months
Specific Plan (New, greater than 50 acres)	12.5 months
Specific Plan (Insubstantial Change)	3.25 months
Specific Plan (Substantial Change)	6.25 months
General Plan Amendment (Minor)	6.25
General Plan Amendment (Major)	12.25 months

These timeframes assume:

- A complete application at the time of submittal;

- A one-month review period for staff; and
- A maximum of two submittals prior to submitting final documents for approval signature or scheduling a public hearing.

Most applications are approved or denied within a much shorter timeframe than shown above. The above timeframes account for the more complex and time-consuming applications and represent a maximum.

Note that time used by the applicant to make corrections after comments are sent out is not counted in these timeframes. For applications that require a public hearing, the timeframe ends on the date of the first public hearing.

The Town of Sahuarita will provide you with clarification of its interpretation or application of statutes, ordinances, codes, or authorized substantive policy statements as requested.

If you have any questions or require assistance throughout the application process, you may contact Orlanthia Henderson at (520)822-8851 or ohenderson@sahuaritaaz.gov.